

MEETING MINUTES
Special Meeting of Date October 25, 2017

1) Call to Order

The special meeting of the Airport Advisory Commission of the City of Hollister was called to order by Chairman Gordon Machado on October 25, 2017 at 6:01 p.m. in the City Council Chambers at City Hall, 375 Fifth Street, Hollister, California.

2) Pledge of Allegiance

Recited.

3) Roll Call: Roll was answered as follows:

Present: Chairman Gordon Machado, Commissioners Deane Judd, Fred Meyer, Jose Martinez, and Marge Sunzeri, and Executive Secretary Mike Chambless

Absent: Commissioners Scattini and Huston.

4) Verification of Agenda Posting

The Agenda for the Airport Advisory Commission of the City of Hollister Special meeting of October 25 was posted on the bulletin board at City Hall on October 23 at 10:00am per the appropriate government code.

5) Consent

It was moved by Commissioner Judd and seconded by Commissioner Sunzeri to approve as presented the minutes of the Airport Advisory Commission meeting of September 27, 2017. Motion carried 5-0.

6) Public Input

a) There were no comments from the public

7) Reports

- a) Airport Improvement Program - Rehabilitation Runway 13-31 Phase I (17) - Airport Director Mike Chambless reported that yesterday was the deadline for the contractor to respond to our demand letter. Mike will be meeting with the city attorney tomorrow to learn if the contractor responded. Also, he is scheduled to brief the City Council in closed session on November 6, and he knows nothing beyond that.
- b) Airport Layout Plan (18 ALP) update - Director Chambless reminded the commission that FAA grant 18 provided funds to update our airport layout plan and do an "Airport Layout Plan Narrative", which is similar to a "lite" version of an airport master plan. Coffman Associates has been working with Kimley-Horn to accomplish this task. The project is now ~99% complete, and Mike reviewed the draft report during last weekend and provided two minor changes to be incorporated. At today's meeting, each commissioner was provided with a copy of the final draft of the update and narrative for review. Mike introduced Matt Quick from Coffman Associates who then made a presentation summarizing the essence of the update and narrative.

During his presentation Matt noted that since our last Airport Master Plan was completed in

2005, the FAA has made many rules and regulation changes that have an impact on our airport layout plan, and these changes are incorporated in the layout plan drawings included at the end of the narrative. He also noted that this ALP update and narrative focuses on the next five years, as opposed to a master plan that would cover a 20 year outlook. The narrative includes a suggested five year capital improvement plan including safety upgrades.

At the end of his presentation Matt noted that the ALP Drawing, sheet 3 of 14 at the end of the document showing the runway layout, was just this week sent to the FAA for their review. Once the FAA has finished their review and returned their comments, updates will be incorporated and the document will then be ready for city approval.

- c) Building Improvement "Restaurant" (old Navy brig) - The start of the contract with the electrician to redo the wiring was delayed due to paperwork required to comply with new state laws pertaining to disadvantaged business enterprises, but that has been completed and the contractor should be starting within a week or two. As previously noted, once that is completed, we'll need to jackhammer out the entire kitchen floor, put in new plumbing and cleanouts, and then put in new approved tile. Work is proceeding within budget.
- d) NBAA Las Vegas 2017 - The airport was represented at the convention during the week of October 9-13. Due to the shooting in Las Vegas the week before, attendance was not as great as expected, down as much as an estimated 40% compared to previous years. New this year for us was an advertisement for the Hollister airport in the show magazine for all three days. Also, the 2nd day edition included an article about the Hollister airport.

The exhibition booth was upgraded this year with revised graphics on a new style medium that allows easier assembly and disassembly. Another new addition to our booth was the inclusion of 3-dimensional to scale model of our airport and buildings which was designed and built in-house. This model will be on display in the City Hall lobby at the November 6 council meeting.

The big disappointment this year was that our booth location was "horrible". It was behind a column with the only direct access through a nearby AOPA booth. The column was not clearly apparent on the convention layout used for booth location selection and thus was not noticed at the time of selection. The poor location also resulted from the fact that, because of our budget cycle, we have been unable to commit to buying the booth space until July 1, only two or three months before the event. For the next event, Mike's intent is to ask the city council on this coming November 20 for a supplemental appropriation of \$20,000 so we can make our booth selection this year for next year's conference, which will be in Orlando.

We also have a new airport website, www.hollisterairport.org, that was ready in time for the conference.

8) Old Business

- a) Trailer Parking - No report.
- b) Aircraft Waste Oil - No report.
- c) Carol Ford activities - No report.
- d) Flag Pole - All the required materials for the relocation of the flag pole have arrived, and construction may begin this week, with completion by the end of next week. Getting the electrical installed with lighting will take a while longer.

In addition, Mike has prepared six historical narrative panels to be displayed on the six columns nearby the flag pole, as well as a descriptive plaque to be attached at the flag pole base. The narrations are currently being reviewed by the son of one of the officers who trained here at Hollister during WWII.

9) New Business

- a) Airport Improvement Plans (AIP) update - Page 79, exhibit R, of the latest new ALP narrative contains the latest AIP for the next 5 years. Mike will be taking it to the city council on November 20 for approval.

Commissioner Sunzeri made a motion for the commission to approve the presentation of exhibit R to the city council for their approval. Commissioner Martinez seconded the motion. Motion carried 5-0.

- b) Replace Weatherly building door - Work began on Monday this week. The old door has been removed, and new concrete with a rail has been installed at the door threshold. The frame was installed today, and the vertical translucent folding doors should be installed tomorrow. The project should be complete by the end of the week.
- c) There will not be a meeting on November 22 as it is Thanksgiving eve. There also will not be a meeting on December 27 due to the Christmas holidays. There *will* be a special meeting on December 13 at 6pm here at city hall.

10) Items for Next Agenda

Items 7a and c and items 8a through d. Mike also expects to have reports on city council actions.

11) Next Meeting Date: December 13, 2017

12) Adjournment

There being no further business to come before the Airport Advisory Commission, Commissioner Judd moved the meeting be adjourned. The motion was seconded by Commissioner Sunzeri and was passed 5-0. The meeting adjourned at 7:09 p.m.

Respectfully Submitted,

Mike Chambless, Executive Secretary